

TOWN THEATRE, INC

Board of Directors Meeting

January 27, 2015 Highland Municipal Building 6:30 PM

Pledge of Allegiance

The Board of Directors of the Town Theatre, Inc. began their meeting with the Pledge of Allegiance.

Roll Call and Introductions

All appointed Town Theatre Board of Director Members were present including Keith Bruxvoort, Robin Carlascio, Bridget DeYoung, Dan Dunn, Michael Griffin, Bruce Leep, and Michael Maloney. Attorney Rhett Taber and Councilman Dan Vassar, serving as attorney for the board and as liaison to the Town Council, respectively, were also present. The following members of the public were in attendance: Chuck Haber, Rich Underkofler, and Steve Mileusnich. Cecile Petro, Redevelopment Director, took minutes of the meeting. Members introduced themselves.

Election of Officers

This item was tabled until the next meeting.

Articles of Incorporation

The Articles of Incorporation were reviewed. Board Member Carlascio made a motion to approve the Articles of Incorporation as presented. Board Member Dunn seconded the motion. **Motion passed by unanimous voice vote.**

Fiscal Agent Agreement with the Highland Community Foundation

Rich Underkofler, a member of the Highland Community Foundation, presented a Fiscal Agent Agreement for the Board to consider. It would allow the Foundation to provide a means to accept credit cards at the upcoming fundraiser, *The Tom Foolery Comedy and Music* event scheduled for February 20, 2015. The members discussed the document and suggested a few changes, including shifting the credit card expense fee to the customer. Attorney Tauber will resend a red-lined copy to Rich Underkofler. Board Member Bruxvoort made a motion to adopt the Highland Community Foundation's Fiscal Agent Agreement with the suggested changes. Board Member Carlascio seconded the motion. **Motion carried by unanimous voice vote.**

Bylaws

Board members reviewed the draft bylaw document. Changes were noted and a revision of the document will be reviewed and possibly approved at the next meeting.

Presentation on the Town Theatre Building

Board Member Dan Dunn reviewed the development of the goals that were approved by Highland Main Street after the Redevelopment Commission purchased the Town Theatre at a Lake County Tax Sale. He stated that the theatre will be the anchor for cultural events for the area and that a partnership with local businesses will be developed for mutual support. The outcome would be to grow and expand

businesses in the downtown and to create a positive business climate. Highland Main Street is also the source of volunteers for the theatre project.

Director Petro explained the plans for a new Art and Cultural District that will encompass the theatre. A \$30,000.00 grant was received by the Redevelopment Commission from the Indiana Department of Transportation through the Northwest Indiana Regional Planning Commission to plan the district.

The Town Theatre building cannot be renovated as is because it is not ADA (Americans with Disabilities Act) compliant. In order to make it compliant and to offer more than film, it will have to expand its current footprint. In addition, theaters that only show film are having more difficulty meeting budgets and need additional revenues to operate. An expanded theatre would allow greater revenue options by providing live theatre/comedy/music and rental possibilities. A concept of the interior and exterior were discussed. Preliminary construction estimates and operating costs were also presented.

Town Theatre Committees

Board Member DeYoung and Redevelopment Director Petro reviewed the eight committees that are in place now and the two committees (bylaws and finance) that will be populated later.

During discussion of the Membership Committee, board members discussed the General Membership levels and the draft decal that will be given with each paid Membership. Board Member Leep made a motion to approve the decal submitted. Board Member Dunn seconded the motion. **Motion carried by unanimous voice vote.**

During the Publicity Committee discussions, Ms. Petro stated that the organization has a website for the Town Theatre. It is: www.thetowntheatre.com. Board Member Carlascio will work on the website.

During the General Operations Committee discussions, Board Member Leep stated that there is an organization called "The Saints" that offer usher services. He will look into this organization and report back to the board.

During discussion of the Finance Committee, Ms. Petro and Mr. Rich Underkofler informed the group about a grant opportunity through Legacy Foundation. Mr. Underkofler will write the grant which will provide funds to turn one of the projectors from the theatre into an art piece in the downtown. Board Member Maloney made a motion to submit a grant application to Legacy Foundation that would utilize one of the Town Theatre projectors as an art piece within the downtown area. Board Member Carlascio seconded the motion. **Motion passed by unanimous voice vote.**

Board members discussed upcoming fundraising events. Board Member DeYoung outlined several fundraisers to date including two at Culver's Restaurant and one by the *Girls on the Run* organization. She also gave information on the upcoming *Tom Foolery Comedy and Music* fundraiser. It will be held on February 20, 2015 from 7:30 to 10:00PM at Wicker Park Social Center. She reported on tickets sold to date, the need for silent auction items, a 50/50 raffle that may be held, and other items that will be sold such as General Memberships, "Save the Town" shirts, and possibly prints from the Robert Brasher painting of the Town Theatre. Board members asked questions and offered suggestions. They would

like to see a printed letter sent to officials and asked to have the silent auction request letter sent to them.

Board members also discussed ways to recognize volunteers. A “Wall of Donors” project utilizing art was one suggestion. Others included contacting Habitat for Humanity’s program, “Volunteer Up” and including a page on the website—a community page--that would recognize volunteers.

Board members talked about ideas for the next meeting. Board Member Dunn offered to develop suggestions for the board’s structure and Board Member Maloney suggested that a timeline for rehabbing the theatre be developed.

Next Meeting

Cecile Petro will circulate dates for the next meeting.

Adjournment

The meeting ended at 8:44 without formal adjournment.